

Louisiana Secure ID v3.0 Upload Format

File Name

The filenames of the Student Batch File can contain upper/lower case alphanumeric characters, periods, underscores, or hyphens. Spaces and any other special characters are not allowed.

Record Types

The Student Batch File should contain three different categories of information. The three categories of records are:

- Header Record
- Detail Record
- Trailer Record

The Header and Trailer record should be delimited by a single tab or space character. The Trailer should have no empty spaces or data after the last Trailer column.

Header Record Layout

The header record should always be the first record.

Each of the fields should be delimited in the header by the field name referenced below.

The header record contains the following fields:

FieldName	Delimiter	Required	Data Type	Notes/Format Details
Record Type		Yes	Char (2)	Always 'TH'.
Extract Date		Yes	Date (10)	Can be in one of the following formats: <ul style="list-style-type: none">• mm/dd/yyyy• m/d/yyyy• mm/d/yyyy• m/dd/yyyy
Extract Time		Yes	Time (8)	Must have a 'hh:mm:ss' format.
TransmissionID		Yes	VarChar (10)	This number can be utilized by the submitter for auditing as an identifier for the submission.
Version		Yes	Char (3)	Always '3.0'
Delimiter	delimiter=	Yes	VarChar (4)	Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma). For a comma delimiter, the character literal would be 'delimiter=,' and the hex representation would be 'delimiter=0X2C'. For a tab delimiter, it is recommended that the hex representation be used. In that case, it would be 'delimiter=0X09'.

FieldName	Delimiter	Required	Data Type	Notes/Format Details
SourceName	source=	Yes	VarChar(3)	This should be a valid source system name. Batches will fail if the source name is not defined as a in the Source System table. System administrators manage the Source System table. Examples: SIS = Local student information system (most common) SER = Local special education system
TextQualifier	qualifier=	No		Should be the text or the hex representation of the text qualifier that is used in the detail records. (DoubleQuote only)
BatchIndicator	batch_indicator=	No		The system will accept D for batch level indicator. D indicates an LEA Level File.

Trailer Record Layout

The Trailer record should always be the last record in the file.

The Trailer record **should be delimited** by a single tab or space character and there should be no extra spaces or data after the last column in the Trailer Record.

The Trailer record contains the following fields:

Field Name	Required	Data Type	Notes/FormatDetails
Record Type	Yes	Char(2)	Always 'TT'.
TransmissionID	Yes	VarChar(10)	An arbitrary number. Should match the Transmission ID in the header record.
Number of Records	Yes	VarChar(10)	Number of records in the file, including the 'TH' and 'TT' records. The value should be left aligned and not have any trailing spaces.

Detail Record Layout

The detail records should appear between the header and trailer records. Each of the fields should be delimited even if data is not available for certain fields.

These records should represent individual student data and should contain the following fields:

#	Field Name	Required	System - Data type	Used for Matching	Notes/FormatDetails
1	Record Type	Yes	Char(2)	n/a	Always 'ID'.
2	School/Site Code	Yes	Char(6)	No	School the student attended for this enrollment. A student may have multiple enrollment records with different sites in the same school year. In SIS, the Demographic record should reflect the current/most recent site for a given LEA.
3	Residing District Code	No	Char(2)	No	This is the 2-digit parish/city code of the public School District (attendance zone) in which student lives or if student is enrolled in a residential school, the School District in which the legal guardian lives (01-69). This field is required for certain types of public/charter schools who are required to submit address records (type=120), as defined in the SIS User Guide.
4	Last Name	Yes	VarChar(60)	Yes	Full legal last name of the person.
5	First Name	Yes	VarChar(60)	Yes	Full legal first name of the person.
6	Middle Name	No	VarChar(60)	Yes	Full legal middle name of the person. For Direct Match: First initial ONLY
7	Name Suffix	No	VarChar(10)	No	Name suffix to be one of the following values: Jr, Sr, and roman numerals I – XV, Esq.
8	Gender	Yes	Char(1)	Yes	Gender must be one of the following values: M - Male, F - Female.
9	Date of Birth	Yes	VarChar(10)	Yes	Can be in one of the following formats: <ul style="list-style-type: none"> • mm/dd/yyyy • m/d/yyyy • mm/d/yyyy • m/dd/yyyy • yyyy-mm-dd

#	Field Name	Required	System - Data type	Used for Matching	Notes/FormatDetails
10	Grade Placement	Yes	Char(2)	No	State-defined Grade Level Code as defined in the SIS User Guide. 24 - PreK (Age 4) 10 – Grade 10 25 - Kindergarten 11 – Grade 11 01 - Grade 1 12 – Grade 12 02 - Grade 2 15 – Birth-2 SPED 03 - Grade 3 16 – Infant 04 - Grade 4 17 – Toddler 05 - Grade 5 18 – PreK (Age 3) 06 - Grade 6 20 – Ages 3-5 SPED 07 - Grade 7 30 – Not Enrolled (SER) 08 - Grade 8 35 – Nongraded (SER) 09 - Grade 9 99 – SER Grade Unknown T9 - Transitional 9th EA – Extension Academy
11	Student Local ID Number	Yes	VarChar(20)	No	ID used in the local school/site/submitting system to uniquely identify the student. This field should NOT be used for Social SecurityNumber.
12	Social Security Number	No	Char(9)	Yes	SSN is not required for matching but will be used if it is supplied. If an SSN is invalid or unknown, it should be left blank. SSN is required if parental consent is Y.
13	Race/Ethnicity	Yes	Char(6)	No	The Race/Ethnicity codes represent the Hispanic Indicator and 5 race codes. The position of the Hispanic Indicator and 5 race codes are fixed. For each position, indicate N=No and Y=Yes as follows: <ul style="list-style-type: none">• 1st Position: HI7 - Hispanic Indicator• 2nd Position: AM7 - American Indian or Alaskan Native Indicator• 3rd Position: AS7- Asian Indicator• 4th Position: BL7 - Black Indicator• 5th Position: PI7 - Native Hawaiian or Other Pacific Islander indicator• 6th Position: WH7 - White Indicator
14	State ID/Unique ID	No	Char(10)	No	This is the Louisiana Secure ID (LASID) assigned to the student. This value should be null if the student has not yet been assigned a LASID in the eScholar Secure ID system. Once a LASID has been assigned,all subsequent submissions for that student should include this value. For Direct Match: This value should be null
15	LEA Code	Yes	Char(3)	No	LEA / Sponsor code assigned by LDOE

#	Field Name	Required	System - Data type	Used for Matching	Notes/FormatDetails
16	Ending School Session Year	Yes	Char(4)	No	Must be in the 'YYYY' format. School year calendar runs from 7/1 to 6/30. Any date that falls within that timeframe uses the ending year. Example: School year 7/1/2017 - 6/30/18 results in Ending school session year of 2018 .
17	Alternate Last Name	No	VarChar(60)	Yes/No	This field should be used for the birth surname, alternate last name, or former last name of the student. Blank submissions are ignored if an Alternate Last Name was previously submitted. To clear an Alternate Last Name, the word NULL in all capital letters must be supplied during submission for this field.
18	Multipurposed for 3.0 Alternate ID For Uniq-ID 3.0	No	VarChar(50)	No	For Uniq-ID: ID used in the system defined in the Alternate Source field. If Alternate Source is provided, this field is required.
	Recipient Index ID For Direct Match 3.0				For Direct Match: Any values on input will be rejected. SNAP Recipient ID of the SNAP Match To Record.
19	Multipurposed for 3.0 Alternate Source For Uniq-ID 3.0	No	VarChar(60)	No	For Uniq-ID: Source Name for the Alternate ID field. Can be used to track additional local identifiers. If Alternate ID is required, this field is required.
	Match to Type For Direct Match 3.0				For Direct Match: Any values on input will be rejected. Match Type of the SNAP Match to Record = "SNAP"
20	RESERVED <i>in 2.1 was: Street Address</i>	No	VarChar(25)	No	Not Used by LDOE. Leave this field blank.
21	RESERVED <i>in 2.1 was: City</i>	No	VarChar(25)	No	Not Used by LDOE. Leave this field blank.
22	RESERVED <i>in 2.1 was: State</i>	No	VarChar(25)	No	Not Used by LDOE. Leave this field blank.
23	RESERVED <i>in 2.1 was: Zip Code</i>	No	VarChar(25)	No	Not Used by LDOE. Leave this field blank.
24	RESERVED <i>in 2.1 was: Parental Consent</i>	No	VarChar(25)	No	Not Used by LDOE. Leave this field blank.
25	RESERVED	No	VarChar(25)	No	Not Used by LDOE. Leave this field blank.
26	RESERVED	No	VarChar(25)	No	Not Used by LDOE. Leave this field blank.
27	RESERVED	No	VarChar(25)	No	Not Used by LDOE. Leave this field blank.

#	Field Name	Required	System - Data type	Used for Matching	Notes/FormatDetails
28	RESERVED	No	Date	No	Not Used by LDOE. Leave this field blank
29	RESERVED	No	Numeric(25)	No	Not Used by LDOE. Leave this field blank
30	Parental Consent Flag Moved placement for 3.0	No	Varchar(25)	No	For Uniq-ID: Each position will define the consent flag. Position 1 = LOFSA. For Direct Match: This field should be blank
31	RESERVED	No	VarChar(4)	No	Not Used by LDOE. Leave this field blank
32	RESERVED	No	VarChar(10)	No	Not Used by LDOE. Leave this field blank
33	RESERVED	No	VarChar(10)	No	Not Used by LDOE. Leave this field blank
34	RESERVED	No	VarChar(10)	No	Not Used by LDOE. Leave this field blank
35	RESERVED	No	VarChar(10)	No	Not Used by LDOE. Leave this field blank
36	RESERVED	No	VarChar(10)	No	Not Used by LDOE. Leave this field blank
37	RESERVED	No	Varchar(60)	No	Not Used by LDOE. Leave this field blank
38	RESERVED	No	Varchar(100)	No	Not Used by LDOE. Leave this field blank
39	RESERVED	No	VarChar(60)	No	Not Used by LDOE. Leave this field blank
40	RESERVED	No	VarChar(50)	No	Not Used by LDOE. Leave this field blank
41	Street Address (Physical) Moved placement for 3.0	No	VarChar(50)	Yes	Physical Street Address of the Student
42	Street Address 2 (Physical) Moved placement for 3.0	No	VarChar(30)	Yes	Physical Address 2 (e.g. Apartment #)
43	City (Physical) Moved placement for 3.0	No	VarChar(30)	Yes	Physical City Address of the Student
44	State (Physical) Moved placement for 3.0	No	Char(2)	Yes	2 Letter Abbreviation code of the State Where the Student lives. Example: LA – Louisiana For Nonpublic addresses: MS-Mississippi TX-Texas, AR-Arkansas, GA-Georgia, AP-Military Base, AE-Military Base
45	Zip Code (Physical) Moved placement for 3.0	No	Char(9)	Yes	Physical Zip Code of the Student’s Address 5 digits - or - 9 digits (last 4 cannot be all zeroes) For Direct Match: 5 digits ONLY
46	RESERVED	No	VarChar(22)	No	Not Used by LDOE. Leave Blank
47	RESERVED	No	VarChar(20)	No	Not Used by LDOE. Leave Blank
48	RESERVED	No	datetime	No	Not Used by LDOE. Leave Blank
49	RESERVED	No	VarChar(20)	No	Not Used by LDOE. Leave Blank
50	RESERVED	No	VarChar(20)	No	Not Used by LDOE. Leave Blank
51	RESERVED	No	VarChar(125)	No	Not Used by LDOE. Leave Blank
52	RESERVED	No	VarChar(25)	No	Not Used by LDOE. Leave Blank
53	RESERVED	No	VarChar(20)	No	Not Used by LDOE. Leave Blank
54	RESERVED	No	VarChar(2)	No	Not Used by LDOE. Leave Blank

#	Field Name	Required	System - Data type	Used for Matching	Notes/FormatDetails
55	Submission Purpose New for 3.0	Yes	Char(3)	No	This field should always include code 001 on all submissions.
56	Person Type New for 3.0	Yes	Char(2)	No	The current person type of the individual. 02 – Student
57	Location Active Flag	Yes	VarChar(1)	No	The current status of the person 0 – Inactive 1 – Active
58	RESERVED	No	VarChar(100)	No	Not Used by LDOE. Leave Blank
59	RESERVED	No	date	No	Not Used by LDOE. Leave Blank
60	RESERVED	No	VarChar(2)	No	Not Used by LDOE. Leave Blank
61	RESERVED	No	VarChar(100)	No	Not Used by LDOE. Leave Blank
62	RESERVED	No	VarChar(1)	No	Not Used by LDOE. Leave Blank
63	RESERVED	No	datetime	No	Not Used by LDOE. Leave Blank
64	RESERVED	No	Numeric(10.2)	No	Not Used by LDOE. Leave Blank
65	RESERVED	No	VarChar(25)	No	Not Used by LDOE. Leave Blank
66	RESERVED	No	VarChar(100)	No	Not Used by LDOE. Leave Blank
67	RESERVED	No	VarChar(100)	No	Not Used by LDOE. Leave Blank
68	RESERVED	No	VarChar(100)	No	Not Used by LDOE. Leave Blank
69	RESERVED	No	VarChar(100)	No	Not Used by LDOE. Leave Blank
70	Active Location Count New for 3.0	No	Numeric(4,0)	No	This field is the internal number of current active locations for the ID Record Type and is provided as a number count in the output file. This field should be blank on input. Any values on input will be ignored.
71	RESERVED	No	datetime	No	Not Used by LDOE. Leave Blank
72	Match Score New for 3.0	No	VarChar(3)	No	This field is used to provide the Match Score for records that are a Match or Near Match only. This field should be blank on input. Any values on input will be ignored.
73	ID Record Status Moved placement for 3.0	No	VarChar(255)	No	This field is the internal transaction status result for the record and is provided in the output file. Examples: “No Match” “Match” “Match – Selected during Match Resolution stage” “Canceled – During data validation stage” This field should be blank on input. Any values on input will be ignored.

#	Field Name	Required	System - Data type	Used for Matching	Notes/FormatDetails
74	Location Status New for 3.0	No	VarChar(255)	No	<p>This field is the internal transaction status result for the Location record and is provided in the output file.</p> <p>This field should be blank on input. Any values on input will be ignored.</p>
75	Event Status New for 3.0	No	VarChar(255)	No	<p>This field is the internal transaction status result for the Enrollment Event record and is provided in the output file.</p> <p>This field should be blank on input. Any values on input will be ignored.</p>
76	Record Reference Number Moved placement for 3.0	No	VarChar(12)	No	<p>This field is the internal transaction identifier for the record as part of the output file.</p> <p>This field should be blank on input. Any values on input will be ignored.</p>
77	Last Updated User ID	No	VarChar(50)	No	<p>This field is provided in the output file.</p> <p>This field should be blank on input. Any values on input will be ignored.</p>
78	Record Update Date Moved placement for 3.0	No	VarChar(10)	No	<p>This field is the last update for the record and is provided in the output file.</p> <p>This field should be blank on input. Any values on input will be ignored.</p>

Louisiana Secure ID v3.0 *DirectMatch* Download Files

About *DirectMatch*

The eScholar Uniq-ID® *DirectMatch* (*DirectMatch*) application is designed to quickly and accurately identify students who are directly certified as eligible for free lunch. Eligible students are recipients of benefits through the Supplemental Nutrition Assistance Program (SNAP). Information for students enrolled in Louisiana schools can be matched against the statewide SNAP data/records to determine their eligibility. This identification of eligible students is a requirement of the USDA Food and Nutrition Service (FNS).

Once a student submission file has been processed by *DirectMatch*, users can download the results by selecting an extract template.

DM Index Extract Template for *DirectMatch* Download File

**This is the default*

- The **DM Index** file can be used to **upload to local Food Service systems**.
- Each record in this extract includes certain fields from the student submission record along with the SNAP Direct Certification record (if there was a match for the student).
- The file is similar to the *DCF01 Direct Certification Match file* previously created for Public and Charter schools and the SNAP match file previously created for Nonpublic schools.
- **DM Index files cannot be used for data submission.**

Field Name	Data type	Notes/FormatDetails
Record Type	Char(2)	Always 'ID'.
State ID/Unique ID	Char(10)	This is the Louisiana Secure ID (LASID) assigned to the student. This value should be null if the student has not yet been assigned a LASID in the eScholar Secure ID system.
Student Local ID	Char(9)	ID used in the local Student Information System.
Student Local ID Source	VarChar(60)	The source system name associated with the Student's Local ID (e.g. SIS, SER, SCH, TDR, SCS, OneAppID, Legacy ID, Archdiocese506, Diocese500, Nonpublic, etc.)
LEA Code	Char(3)	LEA Code assigned by LDOE.
School/Site Code	Char(6)	Site Code assigned by LDOE.
Ending School Session Year	Char(4)	Must be in the 'YYYY' format. Example: 8/8/2017 results in ending school year of 2018 .
Match to Type	Char(2)	The Match to Type field is used in the <i>Direct Match</i> process to output the Match Type of the Match to Record SNAP
Record Status	VarChar(255)	This field is the internal transaction status result for the record and is provided in the output file. Examples: "Match" "Match - Selected during Match Resolution stage" "No Match" "No Match - Selected during Match Resolution stage"
For a NO MATCH record,	VarChar(255)	"No Match – No DM Index record available for extract"
For a MATCH record, includes all 23 fields from the <i>SNAP Direct Certification Record</i> (see below):		
Recipient SSN	Char (9)	
Recipient Last Name	Char (15)	
Recipient First Name	Char (9)	
Recipient Middle Name	Char (1)	<i>Middle Initial</i>

Recipient Date of Birth	Char (8)	<i>Format:YYYYMMDD</i>
Household ID (SSN)	Char (9)	
Household Name	Char (25)	String household name
Parish Code	Char (2)	01-64 for the 64 Louisiana parishes
Mailing Address Street 1	Char (25)	
Mailing Address Street 2	Char (25)	
Mailing Address City	Char (20)	
Mailing Address State	Char (2)	
Mailing Address ZIP	Char (5)	
Residence Address Street 1	Char (25)	
Residence Address Street 2	Char (25)	
Residence Address City	Char (20)	
Residence Address State	Char (2)	
Residence Address ZIP	Char (5)	
Recipient Ethnicity	Char (1)	<i>{1-Hispanic; 2-non-Hispanic }</i>
Recipient Gender	Char (1)	<i>{ M-Male; F-Female }</i>
Recipient Race	Char (1)	<i>{ 1-White; 2-Native Hawaiian/Pacific Islander; 3-American Indian/Alaskan; 4-Asian; 5-Black or African/American }</i>
SNAP Recipient ID	Char (9)	DCFS Generated Unique ID for each SNAP recipient
SNAP File Date	Char (8)	<i>Format:YYYYMMDD</i>

File Format 3.0+ Template for DirectMatch Download File

- This file can be used for **Food and Nutrition Audits**.
- Contains a header record, trailer record and each detail record includes all 78 fields from the v 3.0 Upload format layout (see pages 23-30 for field descriptions) and all 23 fields from the SNAP Direct Certification record (if there was a match for the student).
- File Format 3.0+ files cannot be used for data submission.

Field Name	Data type	Notes/FormatDetails
Contains all 78 fields from the v3.0 Upload format (See page 23-30)		
<i>For a NO MATCH record</i>	VarChar(255)	<i>"No Match – No DM Index record available for extract"</i>
<i>For a MATCH record, includes all 23 fields from the SNAP Direct Certification Record (see below):</i>		
Recipient SSN	Char (9)	
Recipient Last Name	Char (15)	
Recipient First Name	Char (9)	
Recipient Middle Name	Char (1)	<i>Middle Initial</i>
Recipient Date of Birth	Char (8)	<i>Format:YYYYMMDD</i>
Household ID (SSN)	Char (9)	
Household Name	Char (25)	String household name
Parish Code	Char (2)	01-64 for the 64 Louisiana parishes
Mailing Address Street 1	Char (25)	
Mailing Address Street 2	Char (25)	
Mailing Address City	Char (20)	
Mailing Address State	Char (2)	
Mailing Address ZIP	Char (5)	
Residence Address Street 1	Char (25)	
Residence Address Street 2	Char (25)	
Residence Address City	Char (20)	

Residence Address State	Char (2)	
Residence Address ZIP	Char (5)	
Recipient Ethnicity	Char (1)	{1-Hispanic; 2-non-Hispanic }
Recipient Gender	Char (1)	{ M-Male; F-Female }
Recipient Race	Char (1)	{ 1-White; 2-Native Hawaiian/Pacific Islander; 3-American Indian/Alaskan; 4-Asian; 5-Black or African/American }
SNAP Recipient ID	Char (9)	DCFS Generated Unique ID for each SNAP recipient
SNAP File Date	Char (8)	Format:YYYYMMDD

File Format 3.0 Template for DirectMatch Download File

- This file can be used to **load to the local student information system**.
- Contains a header record, trailer record and each detail record includes all 78 fields from the v3.0 Upload format layout (see pages 23-30 for field descriptions).

In addition to selecting an extract template for a download, users can also request the type of records to be included in the download file:

- MATCH/NO MATCH – Includes records for all students having either a MATCH decision or a NO MATCH decision.
- MATCH – Includes records for students having a MATCH decision ***Default**
- CANCELED – An additional download option, includes records for students that were canceled and for which a match or no match decision was not made. These students must be resubmitted to DirectMatch at a later time. This type of download file is always created using the **File Format 3.0** extract template.
- NO MATCH – An additional download option, includes records for students having a NO MATCH decision